PENNSTATE Harrisburg

FACULTY SUMMMER SALARY REQUEST FORM
(**For faculty on 36-week contracts)

Name: _____
Last **First** **MI**

PSU ID: _____ **School:** _____

SUMMER SALARY CALCULATION

A = Academic year (AY) salary for year beginning prior July 1 **$**_____

B = Salary for one summer month (4 weeks) = AY/9 **$**_____

C = Total summer salary requested: **$**_____ _____ **weeks**

SUMMER SALARY CERTIFICATION

During the 12-week summer period from _____ to _____, I will devote the equivalent of _____ weeks to work supported by Penn State initiatives and/or sponsored projects at any PSU location, including but not limited to grants, courses, World Campus, CE, Hershey Med, etc. My effort (and resulting payment) will be allocated as follows:

Sponsoring Agency	PSU Account Number	$ Amount	Equivalent Number of Weeks	Project/Program Activities (Add Pages as Necessary)

I certify that I will devote the effort indicated above (as defined in the Penn State Harrisburg Guidelines: Faculty Salary Supplements) to the designated projects/activities during the times specified above.

I understand that I must request appropriate salary changes if my summer plans/activities/percent effort change from those listed above.

_____ _____
Faculty Member **Date**

_____ _____
Principal Investigator **Date**

_____ _____
School Director **Date**

_____ _____
Associate Dean for Research **Date**

Form Approved By Academic Council: September 25, 2013

Form p 2 (backside)

SAMPLE CALCULATION: SUMMER SALARY DISTRIBUTION

Over the Summer, PSH Professor Hardworker will be teaching a 3-credit residential course and doing research for a project funded by the National Science Foundation (NSF). S/He will also be writing research papers for the project that led to the grant, prepping for Fall courses, and traveling for a family vacation. Since none of these latter activities can be done during time/effort paid by the grant (including nights; the federal agencies expect full effort, no matter how long a work day is), s/he must limit their summer compensation.

SUMMER SALARY CALCULATION for Dr. Hardworker

A = Academic year (AY) salary for year beginning prior July 1 **$ ___90,000_____**

B = Salary for one summer week = AY/36 **$____2,500_____**

C = Total summer salary requested: **$___14,900_____** **_____6____ weeks**

SUMMER SALARY CERTIFICATION

During the 12 week summer period from __May 15, 2013___ to ____Aug 14, 2013___, I will devote the equivalent of __6___ weeks to work supported by Penn State initiatives and/or sponsored projects at any PSU location, including but not limited to grants, courses, World Campus, CE, Hershey Med, etc. My effort (and resulting payment) will be allocated as follows:

Sponsoring Agency	PSU Account Number	$ Amount	Equivalent Number of Weeks	Project/Program Activities
PSH	**XX-XXX-XXCL**	**9,900**	**4**	**Summer course**
NSF Grant	**YY-YYY-YYCL**	**5,000**	**2**	**NSF Research Project**